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17 NOV 1982

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Security
Director of Training and Education
Special Support Assistant to the DDA
Career Management Officer, DDA
Equal Employment Opportunity Officer, DDA
Chief, Safety Staff, DDA
Management Staff, DDA

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: DCI's Annual Report to Congress

1. As in past years, we have been asked to contribute to the DCI's Annual Report to Congress. Beyond the specific requirement for this report, I consider our submission to be an excellent opportunity to provide senior Agency management with our perceptions of our performance, problems, and resource needs. You may recall that major portions of our report were incorporated in the DCI's 1981 report.

2. It is requested that each of you submit your contribution to us by COB 8 December so that we can incorporate these submissions in a directorate-wide response. As with last year's report, your contribution should cover the following points: component overview, performance highlights, relations with consumers/customers, future research and development plans, and present/projected resource needs. The period to be covered by your report is the 1982 calendar year.

3. Forwarded herewith for your guidance is a copy of the directorate report submitted in 1981 along with the DCI's memo to NFIB Program Managers and a copy of the remarks he made to our employees on 21 October.

4. If you have any questions or require additional information, please contact [redacted] Executive Officer, DDA, on extension [redacted]

[redacted]
Harry E. Fitzwater

Attachments

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